

## Program Details

### Diploma Structure

- Module length: 30 hours.
- Module duration: 5 weeks.
- Program duration: 6 months.
- Module schedule: 3 Days per Week/ 2 Hours per Days/ Evening sessions.
- Diploma Requirements: In order to qualify for Diploma in NGO Management, you must attend the five modules and complete all their requirements.
- Diploma provided endorsed by the Humanitarian Leadership Academy.
- Digital badge provided by HPass (Humanitarian Leadership Academy UK).
- No exams. Each module has a final project.

### Fees

- Regular Fees: 750,000 SP (Total program fees).
- Regular fees of 750,000 SP can be paid over 3 deferred payments.
- 15 % discount on full payment.
- 15 % discount for groups of 3 or 4 coming from the same organization.

### Refund Policy

- 100% refund prior to course delivery.
- 70% refund if the student withdraws during the first week of classes.
- 0% refund thereafter.

## Introduction

The number of international and local NGOs operating in Syria is growing exponentially. Those NGOs have many job opportunities and seek qualified candidates to apply with at least an understanding of the humanitarian sector.

In this regard, RiserHub and through its capacity building department is launching a professional diploma in NGO management aiming at enhancing the work of NGOs which is crucial to the advancement of civil society in Syria.

This program equips youth with necessary skills to be eligible to apply to jobs within NGOs or to build the capacities of people already working in NGOs.



## Diploma In NGO Management



**OPEN FOR REGISTRATION**

**Space is limited**

+963 995 002 200 / +963 995 002 202

consultancy@riserhub.org

www.riserhub.org

## Diploma Description

The emphasis of the program is mainly on NGO management and development which provides participants with working knowledge about all aspects/ functions of working in the humanitarian field.



## Objectives

- Examine real life cases in an interactive learning environment in order to acquire the right skills necessary to work in the humanitarian field.
- Elevating the civil society by promoting and adopting the standards of sustainable development principles.

## Program Benefits

- Understanding what is an NGO, its structure, its mission and its scope of work.
- Learning how to design a project using the project life cycle approach.
- Explore successful projects' frameworks and grants proposals.
- Learning how to prepare a monitoring and evaluation plan.
- Being able to write proposals and write semi-annual and final reports to donors.
- Learning to design fundraising strategies in respect to different types of donors.
- Learning about gender in development and humanitarian projects.

## Course Offering

Course Title	Number of Hours	Schedule
Introduction to NGOs	30	Week 1- Week 5
Project Life Cycle	30	Week 6- Week 10
Proposal & report writing	30	Week 11- Week 15
Monitoring & evaluation	30	Week 16- Week 20
Gender studies	30	Week 21- Week 25

## Target audience

- NGO employees.
- Consultants and professionals carrying out assignments for NGOs.
- Volunteers and new comers to the humanitarian field.
- University students and fresh graduate seeking a career within NGOs.